

Virginia Board of Funeral Directors and Embalmers

Procedures for Auditing Continuing Education

1. Board staff audits a random sample of licensees to investigate compliance with the Board's continuing education requirements.
 - a. Board staff reviews each audit report and determines if the licensee is in compliance with their CE requirements.
 - b. Board staff will confer with the CE committee for any questionable matters.
2. Board staff reviews each audit and, depending on compliance, will either:
 - a. Send a letter of appreciation for cooperation with the audit and for compliance with the Board's CE requirements, OR;
 - b. Send an Advisory letter, OR
 - c. Send a Pre-hearing Consent Order based on the following guidelines:
 - i. Monetary Penalty of \$100 per missing credit hour,
 - ii. Monetary Penalty of \$300 for a fraudulent renewal certification, and;
 - iii. Require submission of proof of completion of the missing credit hours within 90 days of entry of the order. This CE is to be in addition to the annual requirement for renewal.
3. If the licensee fails to respond to the audit or pre-hearing consent order, the matter will be referred to an informal conference.
4. If the licensee has been previously disciplined for CE violations, the matter should be referred to the Special Conference Committee.